

Health and Safety Policy – Statement of Intent

Helix acknowledges and accepts all legal and moral health, safety and welfare responsibilities toward our clients, employees, tenants, contractors (including self-employed workers) and those who may be affected by our activities and undertakings, so far as is reasonably practicable.

We will commit to encouraging a positive health & safety culture via effective communication, cooperation, team work, and consultative management.

We will work with our clients, tenants and contractors in a proactive and cooperative manner, sharing information and informing them of hazards that we are aware of.

We will achieve these aims by:

- Ensuring adequate resources are provided to manage health & safety, in particular to plan, organise, control, check and annually review health & safety arrangements and procedures.
- Making strong decisions based on risk and the views of others.
- Creating practical internal management arrangements which allow us to maintain, check, and where possible, continually improve our health & safety performance.
- Providing information, instruction, training and supervision to employees at all levels to ensure work and decisions affecting the company as a whole are undertaken safely.
- Checking our safety performance and taking action where it falls below expected standards.
- Ensuring the health & safety responsibilities are clearly defined and communicated.
- Ensuring places of work and work equipment, for which we are responsible, are maintained and without risks to health & safety.
- Providing adequate welfare facilities where this is our responsibility.
- Only engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Having robust contractor management arrangements in place.
- Only using contractors with the skills, knowledge and experience to work safely; continuing to assess this on an on-going basis.
- Managing projects and building work in a safe and responsible manner.
- Recognising that securing high standards of safety, health and welfare is an integral component of what we do and how we do it.
- Ensuring that appropriate and adequate insurances are maintained and reviewed at least annually.
- Undertaking a review of this policy documentation annually or when there are significant changes within the business.

We expect all employees and contractors working for us at any level to:

- Take responsibility for themselves and others who could be affected by their acts or omissions.
- Co-operate on health & safety matters and adhere to health & safety arrangements and operating procedures.
- Comply with risk assessments completed for their work, particularly in respect of the use of personal protective equipment and work equipment.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere with, misuse or willfully damage anything provided in the interest of health and safety.

Signed:

Amy Soar

Date: 09 January 2018

Environmental Policy – Statement of Intent

Helix acknowledges and accepts the legal and corporate moral responsibility we have to manage the environmental impact that our activities as a business may have on the environment.

We will, wherever possible, commit to a process of continually improving our sustainability via effective communication, cooperation, team work, and consultative management with the aim of reducing the risk of pollution caused by our activities, in line with our environmental objectives and compliance with our ISO 14001 management system.

We will aim to achieve this by, wherever possible:

- Providing information, instruction, training and supervision to employees so they are aware of how they can support us in achieving our environmental aims and objectives.
- Identifying how we can reduce the use of resources in both our own offices and where we are responsible for or can influence energy consumption in managed property.
- Identifying efficiencies in travel arrangements, particularly for employees travelling for work – encouraging the use of public transport or use of modern technology to hold meetings.
- Managing waste responsibly and in line with legal requirements. This will include ensuring we manage waste documentation and adhering to the waste hierarchy of control. In particular, committing to reducing waste and recycling where possible and using contractors who are registered waste carriers to remove waste.
- Ensuring where we are able to have an influence over new developments or design that sustainability is considered, in particular, the utilisation of renewable energy where possible.
- Identifying measures to improve the bio-diversity on managed properties with landscaped areas where this is possible. Monitoring sites for which we are responsible for the presence of invasive species.
- Working with contractors and tenants to ensure they work and operate responsibly, minimising noise nuisance to neighbours.
- Encouraging contractors to work sustainably and have their own environmental policy and environmental management systems.
- Ensuring contractors and stake holders have access to our environmental policy.
- Ensuring there are measures on sites for which we have responsibility to manage spillages and prevent substances that may be harmful to the environment from entering drains.
- Managing pests on the sites we control.
- Procuring services and products responsibly to minimise waste and pollution. Sourcing recycled products where possible and considering the environmental impact of the products we purchase, particularly within our own offices.
- Complying with relevant environmental legislation and other requirements applicable to our business.
- Monitoring performance and measuring this where possible, with a view to establishing realistic environmental targets as part of our safety, health and environmental regime in the future.
- Reviewing the contents of this policy at least annually.

Signed:

Amy Soar

Date: 9th January 2018